

**MINUTES**  
**GREEN BAY HOUSING AUTHORITY**  
**Thursday, September 19, 2013, 10:30 a.m.**  
**1424 Admiral Court, Second Floor Reading Room**  
**Green Bay, WI 54303**

**MEMBERS PRESENT:** D. Dolan-Wallace-Chair, W. VandeCastle, S. Popp, B. Goodlet

**MEMBERS EXCUSED:** H. Genunzio

**OTHERS PRESENT:** R. Strong, R. Hallet, N. Aderholdt, S. Schmutzer, K. Vang

**APPROVAL OF MINUTES:**

1. Approval of the August 15, 2013, minutes of the Green Bay Housing Authority

A motion was made by W. VandeCastle and seconded by B. Goodlet to approve the meeting minutes of the August 15, 2013, as presented. Motion carried.

**COMMUNICATIONS:**

2. Letter from Department of Housing and Urban Development of announcement of 2013 Capital Fund Program award

R. Hallet stated that the letter in the packet is the letter received from HUD, which indicates that 2013 CFP funds have been awarded. She stated that Item 2b in the packet is the form that was required to be signed and sent back to HUD accepting the 2013 CFP funding in the amount of \$183,075. She noted that the third page in reference to this item details the changes in CFP funding over the years. As expected, it's a fairly significant decrease from 2012 to 2013; however the 2011-2012 drop was more significant.

D. Dolan-Wallace inquired what the significance is on the program directly affected by capital funding. R. Hallet responded that it is less money going to capital improvements, but prior to receiving the exact dollar amount, staff worked diligently to prepare a conservative budget. R. Hallet stated that GBHA is doing alright financially despite the decrease.

D. Dolan-Wallace asked if there were time limitations placed on the spending of this money. R. Hallet responded that the money must be obligated within two years of receiving it and spent within four years.

R. Strong stated that whether or not GBHA will be able to maintain the quality condition of the properties in future years is a concern with the constant decrease in funding. D. Dolan-Wallace agreed. R. Hallet stated that under the upcoming staff reports, staff would like to discuss what was learned at a recent WAHA conference in relation to this.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Approval of GBHA's 2013 Capital Fund Program allocations

R. Hallet stated that as mentioned above, staff prepared a budget for use of 2013 CRP with various categories and allocated appropriate funding to each category. This budget needed to be submitted to HUD prior to the meeting due to a deadline; however, revisions can be submitted to HUD at any point if the need would arise or the Commissioners are not in agreement with the allocations. S. Schmutzer pointed out that while funding can be reallocated to other categories, those categories must be listed under the Five-Year Plan framework. R. Strong inquired whether the Five-Year Plan could be amended.

S. Schmutzer stated that it is possible, but GBHA would have to jump through several hoops to make an amendment. N. Aderholdt stated that the previous Five-Year Plan is almost exhausted and staff is working on the upcoming Five-Year Plan.

R. Hallet stated that staff did consider remaining dollar amounts from previous CFP years and how much work has already been completed in certain categories to try to forecast future capital improvements. R. Hallet assured that staff analyzed the delegation of these numbers very thoroughly.

A motion was made by W. VandeCastle and seconded by S. Popp to approve GBHA's 2013 Capital Fund Program allocations. Motion carried.

4. Approval to award Scattered Site Foundation Repair – Phase IV to Andersen Basement Repair for \$70,738

R. Hallet indicated that this phase includes five projects, but is otherwise straightforward as this process has been completed four times now. The only difference this time was that staff asked bidders to provide an optional cost to complete the topsoil and final top grading. After several discussions with staff, it was determined that maintenance staff time was better spent completing other items and that this should be left to a contractor.

R. Hallet stated that even with the optional cost, Andersen Basement Repair was once again the lowest responsive and responsible bidder.

A motion was made by S. Popp and seconded by W. VandeCastle to approve the awarding of Phase IV of the Scattered Site Foundation Repair to Andersen Basement Repair in the amount of \$70,738. Motion carried.

5. Approval to award Scattered Site Weed and Feed contract to Lizer of WI, Inc. for \$3,882

R. Hallet stated that this was the agenda item that was amended from the initial agenda. It was determined that Spring Green did not actually meet the bid specifications for the products to be used, nor could they offer something equivalent to what was being specified. The next lowest responsive bidder then is Lizer, and that is who staff is recommending for approval.

D. Dolan-Wallace inquired if the agenda attachment listed all of the qualified bidders. R. Hallet responded that the contractors that attended the site visits and submitted a bid are all listed.

A motion was made by W. VandeCastle and seconded by B. Goodlet to award the Weed and Feed Contract for the Scattered Sites units to Lizer of WI, Inc. in the amount of \$3,882. Motion carried.

6. Approval to award Mason Manor Carpet Cleaning Contract to lowest responsive and responsible bidder not to exceed \$6,500 per year

R. Hallet indicated there were four or five vendors that attended the site visit, but only two submitted a proposal. Follow-up communications were had with the other three vendors, who indicated they simply didn't have the equipment to accommodate what was being requested.

R. Hallet stated that ServPro was the lowest responsive and responsible bidder and they are actually the contractor that has been used in the past. This proposal is a blanket contract covering many years; in the past, staff would simply get three quotes for that

particular occasion when the carpets needed to be cleaned. R. Hallet stated that ServPro is familiar with this building and they've done a great job in the past.

R. Hallet stated that the additional years can be increased within a limited percentage. Each year, the Purchasing Department would contact the vendor to determine if they were interested in renewing the contract and then determining what the new prices would be.

A motion was made by S. Popp and seconded by W. VandeCastle to award the Mason Manor carpet cleaning contract to ServPro not to exceed \$6,500 per year. Motion carried.

**INFORMATIONAL:**

7. Renewal of Scattered Site Vacant Unit Cleaning Contract

R. Hallet indicated that currently the Scattered Sites have a contract in place with Service Master for the cleaning of vacant units. Time has come for renewal and both staff and Service Master are interested in renewing the contract. R. Hallet stated that the proposed prices are included in the agenda packet.

R. Strong inquired what the price increase was. R. Hallet stated that the prices actually stayed the same for the upcoming year.

A motion was made by W. VandeCastle and seconded by B. Goodlet to approve the renewal of the Scattered Sites vacant unit cleaning contract to Service Master. Motion carried.

8. Renewal of Scattered Site Vacant Unit Lawn Mowing and Snow Removal Contract

R. Hallet stated that Lizer contacted staff to renew its contract. Although its contract is not due for renewal, a response was prepared and provided in the agenda packet accepting the renewal. Lizer actually renewed its contract for the remaining three years and kept its prices constant for the three years.

R. Hallet stated that this contract is utilized for vacant Scattered Sites properties that are in need of lawn care or snow removal. D. Dolan-Wallace confirmed that this contract is on an annual basis. R. Hallet stated that this contract is not a significant cost to the Housing Authority, but is a great convenience to staff.

A motion was made by W. VandeCastle and seconded by S. Popp to approve the renewal of the Scattered Sites vacant unit lawn mowing and snow removal contract to Lizer of WI, Inc. Motion carried.

9. Mason Manor Ramp Repair

R. Hallet stated that this contract needs to be awarded and completed before winter hits. Staff has been working very closely with the Department of Public Works to determine the extent of work to be completed on the second level entrance ramp and Central Restoration was contacted to determine a price. Central Restoration is the contractor that has always completed maintenance work on the ramp. Because the quote came in around \$3,000, significantly under the \$5,000 threshold to go out for bid, and because the City of Green Bay already has a contract with Central Restoration, GBHA was able to just award the work to this particular contractor.

A motion was made by W. VandeCastle and seconded by S. Popp to award the Mason Manor ramp repair to Central Restoration. Motion carried.

**FINANCIAL REPORT AND BILLS:**

S. Schmutzer stated that she attempted to simplify the layout of the financial report and bills. The bills are listed on the top page of the handout and stretch back to August 16, 2013.

A motion was made by W. VandeCastle and seconded by S. Popp to receive the report and place on file. Motion carried.

S. Schmutzer stated that the next pages of information are in relation to the budget. A summary of information was provided per a request in the August meeting. The detail of the budget is listed behind the summary.

S. Popp inquired if the Mason Manor budget was ahead. S. Schmutzer responded that a bit more was spent than anticipated.

S. Popp inquired why the Scattered Sites were negative. S. Schmutzer responded that the Scattered Sites have expended more than has been received in revenues so far. Staff anticipated this happening in an effort to spend down the excess funds from Mason Manor. S. Popp inquired why Scattered Sites were still at a negative if it was anticipated. S. Schmutzer explained that this report details the budget as opposed to cash. Therefore, while the budget shows a negative number, we have the cash to cover that deficiency.

B. Goodlet inquired how much money was in the GBHA reserve. S. Schmutzer stated that she did not bring that information with her to this meeting but can provide it at the October 2013 meeting. R. Strong stated that it's more than \$100,000.

A motion was made by W. VandeCastle and seconded by B. Goodlet to receive and place the report on file. Motion carried.

**STAFF REPORT:****10. REAC appeals submitted**

R. Hallet stated that Mason Manor appeal has been submitted; the Scattered Sites appeal will be submitted shortly. A HUD staff person commended staff for effort that went into an appeal item Mason Manor was cited for, stating how creative it was to include a video.

**11. Langan Investigations report for the months of July and August**

R. Hallet indicated that these reports are in the agenda packet and are pretty standard. In July, there were five applications and three additions to household; no fraud investigations. In August, there were 24 applications and zero additions to households; no fraud investigations.

R. Strong stated that Langan did catch applications that were ineligible.

W. VandeCastle inquired what an addition to household was. R. Hallet explained that the current members of a household express that they want to add a new person to the lease that wasn't already included. After the request is made, a background check is conducted to determine eligibility.

S. Popp inquired how far back Langan checks for the background checks and criminal history. R. Hallet responded 10 years (it was later realized she misspoke; the correct time is 5 years). S. Popp further inquired if Langan considers what the charges were. R. Hallet responded the circumstances are considered; however, staff cannot deny eligibility unless it is drug or violence-related. W. VandeCastle stated that Langan uses every means possible to check into applications, including CCAP, police reports, and arrest records.

A motion was made by W. VandeCastle and seconded by S. Popp to accept and place the report on file. Motion carried.

## 12. Occupancy Report

R. Hallet indicated that N. Aderholdt prepared this report but was unable to stay at the meeting to present it. There are currently four vacant units at Mason Manor, all of which have upcoming lease-ups. There are currently two vacant units at Scattered Sites, both with upcoming lease-ups. There are two upcoming vacancies at the Scattered Sites, both effective for the end of September 2013.

R. Hallet stated that the applicants for each waiting list are at the bottom of the report. S. Popp inquired whether staff finds that many applicants have already found other housing or have moved once their name is finally pulled from the waiting list. K. Vang responded that yes, it is a common response to an offer. Very often, staff will attempt to contact the applicant and will be unsuccessful because the applicant failed to update a phone number or current address.

R. Hallet indicated that previous occupancy reports provided the percentage for both the current occupancy rates and average of the past 12 months. After the previous accountant left, staff was unable to report the past 12 month's average because they were unsure how this data was pulled from the records and inquired if the Authority still wanted this information.

S. Popp stated that it would be different if the rates were very low and were inconsistent from month to month. However, the rates are consistently high; therefore, it doesn't seem necessary. However, it would be helpful to have annual averages going forward. R. Hallet commended N. Aderholdt and K. Vang on their success with re-renting the units.

A motion was made by W. VandeCastle and seconded by S. Popp to approve the September 2013 Occupancy Report as presented. Motion carried.

## 13. Update on GBHA reorganization

R. Hallet stated that the reorganization is almost complete, which as a reminder has been ongoing since Anne Monday retired in January 2013. N. Aderholdt assumed the role as property manager for both Mason Manor and Scattered Sites, and recently the reclassification for this combined position was approved by City Council. The position was posted internally; N. Aderholdt was the only applicant. N. Aderholdt has since accepted the position as Senior Property Manager, managing both Scattered Sites and Mason Manor under this title.

R. Hallet indicated that the Resident Services Coordinator position was also approved by City Council in conjunction with the Senior Property Manager position. This position was posted externally, and 71 applications were received. K. Vang is considered one of the top candidates and interviews will be conducted and wrapped up hopefully before N. Aderholdt begins maternity leave.

R. Strong thanked D. Dolan-Wallace for authorizing the letter on behalf of GBHA to the City Council in an attempt to push this action through.

S. Popp expressed that she wanted to discuss some items that she learned at the WAHA Conference. S. Popp stated that during the Commissioner training at the Conference, commissioners were informed that an option for public comment must be allowed during PHA meetings. R. Strong stated that the City of Green Bay has taken on the position to not conduct meetings this way because they didn't want to appear to be inviting people to

come talk about anything at any meeting. It's not that staff doesn't want people's input, but wants to encourage them to first approach staff with issues. However, staff is willing to discuss this with the City Attorney's office to determine if they would be opposed to this. W. VandeCastle stated that according to Wisconsin Open Meeting Law, having a portion of time set aside for public comment is not required. If the meeting is considered a public hearing, then allocating a period of time for public comment is required; however, if it is not considered a public hearing, public comment and public forum is optional.

S. Popp stated that another item brought up was issuing letters of support to legislation. The T-HUD bill is an important one right now. She suggested the T-HUD bill be put on the next agenda and then the Authority could agree or disagree to write a letter of support. She further stated that WAHA has a form letter on its website that could be used.

W. VandeCastle commented that the Commissioners can write either a collaborative letter or individually submit letters of support. He suggested R. Hallet could find a summary of the bill and send the Commissioners an email with a link to that website as well as a link to a template letter. R. Hallet also commented that WAHA is encouraging residents to write letters of support as well.

S. Popp stated another item that was mentioned during her training was that WAHA is looking at doing more publicity for public housing, to give it a better name. They are going to be sending an email requesting PHAs to provide anecdotal stories which could be put on the website to dispel the negativity.

R. Hallet stated that she attended a variety of sessions at WAHA, including Nan McKay sessions and Smoke Free Housing sessions. Both she and N. Aderholdt felt that the Nan McKay sessions were rather basic and served as a 'brush-up' for staff.

R. Hallet stated that all staff attended the session on Smoke Free Housing. R. Hallet indicated that going smoke free in GBHA properties is a personal goal of hers that she would like to implement by mid-next year. This will be an upcoming agenda item. S. Popp suggested going multi-chemical free as well, as multiple chemical sensitivity disorders are more and more prevalent. She explained that cleaning is simply done with vinegar and water and Options for Independent Living has already switched to this. R. Hallet expressed concern that going chemical free would be very difficult given the extent of maintenance products utilized at by our maintenance staff, but with some education it may be possible in the future. In regards to going smoke-free, an organization called Clear Gains gave the presentation and explained various resources that can be utilized by staff to implement a smoke free policy.

R. Hallet stated that the other item that will be discussed in the near future is called RAD, Rental Assistance Demonstration. It is an option for Housing Authorities that want to convert public housing into properties that would utilize Section 8 Housing Choice Vouchers. R. Hallet expressed that despite attending the session, there is so much involved with this that she will need to do more research to fully understand and explain this program to determine if it would be a wise option for us.

A motion was made by S. Popp and seconded by W. VandeCastle to adjourn the meeting. Motion carried. The meeting was adjourned at 11:40 a.m.

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